

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
AUSTRALIAN HUMAN RIGHTS COMMISSION

**Question No. 1**

**Senator Brandis asked the following question at the hearing on 25 May 2009:**

What is the practice, in relation to the record keeping protocols observed by the Race Discrimination Commissioner, concerning meetings and important telephone conversations?

**The answer to the honourable senator's question is as follows:**

Commissioner Calma at his discretion, or his accompanying staff, take notes during meetings and important telephone conversations. This includes noting the name of the person, his or her organisation, date and time of the meeting or the phone conversation and the most important points discussed. In addition the Commissioner notes any relevant publications or other information available at meetings.

In social or informal meetings which aim to maintain rapport between the Australian Human Rights Commission and the community and various stakeholders, the Commissioner does not keep notes except if an important issue arises.